



INTERDEPARTMENTAL MEMORANDUM

SUBJECT: Budget Order Guidelines

DATE: November 30, 2004

TO: All Departments and Agencies

FROM: Ryan Low, State Budget Officer, Bureau of the Budget

The purpose of this memorandum is to explain changes that are being made to streamline the budget order process, and to eliminate the processing of budget orders that bring the same reserve amounts forward from quarter to quarter. These changes apply to all funds, and will take effect immediately.

- Budget orders will not be processed during the first month of a new quarter unless it is determined that the reserves will be needed in that month.
- Budget orders will only be processed on Fridays. A budget order will not be processed during a week in which Friday falls on a holiday.
- Budget orders must be received in the Bureau of the Budget by noon on Thursday. Budget orders received after this time may be held until the following week.
- The explanation accompanying the budget order must demonstrate that emergency or other unplanned events have occurred and that budget planning, evaluation and control is in operation at the department or agency level.
- Departments and agencies will be notified of any corrections that need to be made or additional information that is required as soon as possible, however, the budget order may be held until the following week if the information is not received by the end of the day on Thursday.
- Whenever possible, the budget order should be signed by the department or agency head signifying that the financial transactions in the document are being proposed with his or her full knowledge. A department or agency head may authorize a designee to approve budget orders in his or her absence by providing written authorization to the Bureau of the Budget.

Please feel free to contact your Budget Analyst/Examiner should you have any questions or concerns regarding these guidelines or the budget order process.